

COUNTY MANAGER'S OFFICE

Statement of Purpose

Catawba County operates under a County Manager form of government adopted by the Board of Commissioners on March 1, 1937. The County Manager is charged with the responsibility for translating the policies and programs of the Board of Commissioners into action. The Manager is also responsible for coordinating, supervising, and recommending alternative solutions to growing problems and issues. As Chief Administrator of County government, he is responsible to the Board of Commissioners for administering all departments of County government under the Board's general control and to serve as liaison officer to the public and groups within the County and between the County, State, and Federal agencies.

Outcomes

1. Oversee the implementation and achievement of the Board of Commissioners Fiscal Year 2004/05 goals.
2. Effectively direct and supervise the administration of all County offices, departments, and agencies under the authority of the Board of Commissioners.
3. Provide a program of public information regarding issues pertinent to the formulation of sound public policy. Keep citizens abreast of matters which effect their daily lives through the use of various media outlets and public information programming.
4. Respond professionally and effectively to requests from Catawba County citizens for assistance or information related to the functions of county government.
5. Provide timely information to Board of Commissioners for planning and decision-making.
6. Prepare and administer a balanced budget for Fiscal Year 2005/06.
7. Participate actively in local, State, and national organizations such as the North Carolina Association of County Commissioners, National Association of Counties, International City/County Management Association, and North Carolina City/County Management Association and local managers groups to strengthen intergovernmental relationships and share ideas.
8. Monitor legislation proposed by the North Carolina General Assembly and, where applicable, propose legislation that would be beneficial to Catawba County.

Outcome Performance Measures: Each year, the Board of Commissioners conducts an evaluation with the County Manager that addresses their satisfaction with the performance of him and County staff. The evaluation refers to all of the outcomes listed and a satisfactory rating on that evaluation is evidence of achievement.

County Manager

Reinventing Department

Organization: 120050

	2002/03 Actual	2003/04 Current	2004/05 Requested	2004/05 Approved	Percent Change
Revenue					
Charges & Fees	\$130	\$130	\$130	\$130	0%
Miscellaneous	20,000	20,000	20,000	28,000	40%
General Fund	525,794	524,452	694,064	686,194	31%
Total	\$545,924	\$544,582	\$714,194	\$714,194	31%
Expenses					
Personal Services	\$502,020	\$525,435	\$700,226	\$700,226	33%
Supplies & Operations	43,904	19,147	13,968	13,968	-27%
Total	\$545,924	\$544,582	\$714,194	\$714,194	31%
Employees					
Permanent	6.00	6.00	7.00	7.00	17%
Hourly	0.00	0.00	0.00	0.00	0%
Total	6.00	6.00	7.00	7.00	17%

Fiscal Year 2002/03 Outcome Achievements

Total Outcomes	Achieved	Partially Achieved	Not Achieved	Success Rate
8	8	0	0	100%

Significant Changes:

Personal Services includes the shifting of all associated costs for the Assistant County Manager position from the Technology Department.

The County Manager's Office achieved 100% of the outcomes submitted for the last fiscal year, 2002/03. Most outcomes for this department deal with customer service to the Board of Commissioners, County Departments and to the public in ensuring that requests for information are answered and the public is kept informed about what is happening in County government. In the area of public information, over 243 news releases were published from July 1, 2002 through June 30, 2003 while also responding to an average of 10 calls a day from citizens requesting information.

Outcomes for Fiscal Year 2004/05 continue to focus on implementation and achievement of the Board of Commissioners goals and responding professionally and effectively to requests from County citizens for assistance and information.